

JOB DESCRIPTION
MURFREESBORO FIRE DEPARTMENT
FIRE CHIEF

1. **JOB TITLE:** FIRE CHIEF
2. **DEFINITION:** The Chief is responsible for administrative, managerial, and technical work in the direction of all employees and activities of the Fire Department. The employee will be responsible for the preparation and review of the Fire Department budget; reviewing bids received, with the ability to make an appropriate recommendation; being familiar with city personnel policies; and, possessing a working knowledge of employment and other laws applicable to local governments. This employee is directly responsible to the City Manager. This position is classified as Exempt for purposes of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
 - a. This employee must have the ability to safely operate a motor vehicle as well as modern office equipment, including but not limited to personal computer, radio, typewriter, calculator, copier, fax, and multi-line telephone system.
 - b. Work performed will generally be indoors but some outdoor work is required, with the primary job location in the Administrative Department. All City buildings and vehicles are smoke free.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Directs and supervises all the activities and employees of the Fire Department.
 - b. Confers and coordinates with the City Manager and Assistant City Manager on administrative matters.
 - c. Communicates effectively and courteously with other departments, the public, other employees, and the media in person, in writing and by telephone.
 - d. Represents the Department in a variety of internal and public activities including professional and civic organizations.
 - e. Develops and oversees the Fire Department budget.
 - f. Develops general orders and policies for the Fire Department.
 - g. Directs and supervises personnel programs, procedures, and records.

4. **ESSENTIAL FUNCTIONS OF THE JOB (Cont'd):**

- h. Investigates, records, analyzes, and resolves complaints and inquiries from the public.
- i. Conducts and directs personnel investigations and makes recommendations of disciplinary actions.
- j. Maintains necessary records and generates quantitative reports.
- k. Makes recommendations for hiring, firing, and promotions to the City Manager.
- l. Makes independent decisions based on judgment and experience.
- m. Serves as Incident Commander at major fires, emergencies, and natural disasters as appropriate.
- n. Sits, stands, stoops, walks and climbs intermittently.

5. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Serves on local and state committees and boards.
- b. Attends conferences and schools.
- c. Performs other duties and special projects as assigned.

6. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must possess ten (10) years experience in a full time paid fire department; five years experience in fire operations, administration, and supervision at a command level is preferred. A combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position is required; Bachelor's degree in Business or Public Administration is preferred.
- b. Must be certified by the State of Tennessee as a Fire Officer I.
- c. Must obtain certification by the State of Tennessee as a Fire Inspector within first (12) months of employment as Fire Chief.
- d. Must have legal authorization to work in the United States.
- e. Must possess a driver's license valid in the State of Tennessee.
- f. Must not have been convicted of, pleaded guilty to or entered a plea of nolo contendere to any felony charges, or misdemeanor charges involving violence, theft, or arson.
- g. Must not have been convicted of, pleaded guilty to or entered a plea of nolo contendere to DUI or to misdemeanor charges involving drugs during the past five years.
- h. Must submit to and pass a drug and alcohol screening.
- i. Knowledge of City and Departmental personnel policies, procedures and regulations, and ability to enforce them.
- j. Knowledge of the laws regarding employee health and safety, including Occupational Safety and Health provisions.

6. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Cont'd):**

- k. Knowledge of the principles and practices of modern fire administration, operations, supervision, fire prevention, and fire suppression.
- l. Knowledge of ISO requirements.
- m. Knowledge of hazardous materials incident response.
- n. Ability to respond and act as Incident Commander at a fire scene.
- o. Human relation skills with the ability to deal courteously and effectively, with the public and members of the Department.
- p. Skill in public speaking.
- q. Skill in effectively communicating with people of diverse cultural and educational backgrounds, including appointed and elected officials and employees on all levels.
- r. Ability to coordinate work with other City departments and organizations.
- s. Ability to exercise good judgment in evaluating situations and making decisions.
- t. Ability to analyze and resolve complex and sensitive problems.
- u. Ability to make financial and budgetary decisions.
- v. Ability to perform variety of tasks simultaneously or in rapid succession.
- w. Ability to coordinate, delegate and negotiate.
- x. Ability to express ideas clearly and concisely, orally and in writing, to groups and individuals.
- y. Ability to plan, direct and supervise the work of others.
- z. Ability to attend Council and other meetings outside of regular working hours.
- aa. Ability to report for work on time and perform the duties of the job in a timely manner in order to meet scheduled deadlines.
- bb. Ability to perform the duties of the job for a complete workday.

Date 11/21/00

Exempt

Safety Sensitive